

TOWN OF WESTFORD

October 21, 2013 Special Town Meeting Timeline

Event	Notes	DATE
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 11
Deadline to submit application for street acceptance to Planning Board with all supporting documentation	at least 90 days (12 weeks 6 days) prior to Town Meeting and in conjunction with Planning Board meeting	Tues., July 23, 12:00 noon
<ul style="list-style-type: none"> Board-, committee-, and dept-sponsored warrant article submission deadline File documentation for zoning and scenic Rd bylaw amendments with Planning Department 	This gives time for the material to go into the BOS packets & for Planning Dept to prepare for public hearing notices. Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 20, 3:00pm
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., Aug 23, 5:00pm
Selectmen review proposed warrant articles <ul style="list-style-type: none"> Warrant closes at 12:00pm Petition article submission deadline 		Wednesday, Sept 4 th
<ul style="list-style-type: none"> Selectmen set warrant order, review draft motions, 		Tue., Sept 10
<ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles 		Mon., Sept 16
Motion meeting	Typically a morning meeting	Tue., Sept 17
<ul style="list-style-type: none"> Selectmen take positions on warrant articles; finalize motions, and approve final wording of the post card mailing of warrant summary Selectmen hold public hearing for street layout plans 		Tue., Sept 24
<ul style="list-style-type: none"> Town meeting-related reports & records are available online and at Town Clerk's office Planning Board closes public hearings 		Mon., Oct 7

Approved 5/28/2013

on zoning and scenic roads articles • Warrant posting deadline		
• Planning Board reports to Selectmen on zoning and scenic roads articles • Selectmen & Finance Committee finalize positions on Warrant articles		Tue., Oct 8
• Approved street layout plan is filed with Town Clerk • Voter registration deadline, 8:00pm • Post card is mailed to residents	Street layout plan must be filed with Town Clerk at least 1 week prior to town meeting.	Fri., Oct 11
• Powerpoint presentations to IT department		Thurs, Oct 17, noon
Special Town Meeting		Mon., Oct 21, 7:30pm
Adjourned session, if needed		Tue., Oct 22
Adjourned session, if needed		Wed., Oct 23

Holidays in 2013

Ramadan begins: Tuesday, July 9

Labor Day: Monday, September 2

Rosh Hashana: Sunset September 4 – September 6

Yom Kippur: Sunset September 13 – September 15

Columbus Day: October 14